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ABSTRACT

Funded by Wake County, the Wake County Public School System, and the city of Raleigh, the Athens Community/School Library is a pilot project intended to provide a full range of services, within budgetary and personnel limits, to the Athens community, as well as a full complement of service to students. The program, as planned, will include reference and research work: interlibrary loans: an emphasis on children's services: recreational reading and browsing: a community education workshop: and such special attractions as summer reading, summer school, film festivals, and computer fairs. This report includes discussions and information on types of service to be offered, administration, staff responsibilities, collection and arrangement, hours of access, the library program, financial responsibility and expenditures, evaluation methods, and a project timetable. Six attachments provide a table comparing the resources of this library with the North Carolina basic and advanced recommendations, a selection purchasing flowchart, a library furniture proposal, a floor plan of the children's area in the library, a library book security system proposal, and job descriptions for the library staff. (SW)

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ATHENS DRIVE COMMUNITY LIBRARY PROGRAM DESCRIPTION AND BUDGET ESTIMATES

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Prepared

For

Wake County Manager
Wake County Public Libraries
Wake County Board of Education
City of Raleigh, North Carolina

By

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June, 1980

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Athens Community / School Library

June, 1980

Type of Library: The Athens Community / School Library

Type of Service: Along with its full complement of service to students the library will provide a full range of service, within budgetary and personnel limits, to the Athens Community. These services should include:

- extended hours
- interlibrary loans
- full circulation of designated materials and equipment to registered patrons
- programming and outreach activities to children and adults
- reference services

The library will serve all the community as long as these procedures are not a deterrent to the school program. (pages 1 - 3)

Administration: Cooperation is a key ingredient to the effective administration of this library. The administration and supervision at the center shall be the responsibility of the library coordinator. Job descriptions are to be found in the full program. The coordinator directs the school component (1 professional and 1 aide) and the public component (1 professional and 3 paraprofessionals). (pages 24 - 28)

The Wake County Public Library Extension Librarian and Children's Services Librarian will provide support to the public and to the library as a whole. As at present, they report to the library system. The Library Supervisor for Wake County Public Schools will provide support to the school program and library as a whole. As at present, she reports to the school system. (pages 12 - 15)

Staff Responsibilities: The staff of three (3) professionals plus four (4) paraprofessionals shall direct the full program of service. They should meet regularly to plan, schedule, and execute. The professionals will select, purchase, instruct, provide programming, plan, promote, coordinate and man the center.

The paraprofessionals will complete clerical tasks, keep statistical records for evaluation, and generally assist the professional staff. (pages 4 - 16)

Collection and Arrangement: The collection should contain appropriate secondary school materials and public library materials for all ages. Joint collection development would insure a wide range of materials plus effective, efficient use of monies.

The materials should be interfiled, available, and accessed through a catalog. (pages 20 - 24)

Hours of Access: The Library will maintain school hours and other public service hours are:

Sunday	1:00 p.m. to 5:00 p.m.
Monday	9:00 a.m. to 5:00 p.m.
Tuesday	1:00 p.m. to 9:00 p.m.
Wednesday	9:00 a.m. to 5:00 p.m.
Thursday	1:00 p.m. to 9:00 p.m.
Friday	9:00 a.m. to 3:00 p.m.

These hours may change during the summer, or if other hours would be utilized by more people. (page 13)

Program: A complete, well - rounded media and library program will be offered. As indicated in the program document it should include:

- reference, research work
- interlibrary loans
- children's emphasis
- recreational reading,browsing
- community education workshop
- special attractions such as summer reading, summer school, film festivals, computer fairs,

and the people and resources to accomplish it (pages 4 - 16)

Financial Responsibility:

City of Raleigh	$ 56,613.00
Wake County	64,850.00
Public Schools	28,091.00

(Detailed expenditures attached) (pages 34–38)

Evaluation: Professional library data collection techniques will be applied to evaluate the library. The data will be analyzed in four major areas, users, circulation, facility use, and cost per unit of service.

Findings will be submitted to the governing agencies in January. (pages 42–46)

Timetable: (Diagram)

* Page citations refer to the descriptive program document

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ATHENS DRIVE COMMUNITY LIBRARY

INTRODUCTION

The Athens Community Library, a successful venture, is the culmination of many diverse factors and offers a challenging opportunity for service. The community school legislation, community involvement, library services, City of Raleigh Government, Wake County government and the Wake County Schools have been active in this development. This type of community education program involves "...local government agencies to provide educational, recreational, cultural and other related services for the community that (the) center serves in accordance with the needs, interest, and concerns of that community."[1]

The school media center is an integral part of a designated instructional program with emphasis on teaching students to become independent users of all types of resources for information and leisure. The public library exists to assist self-learning from earliest users to senior citizens with materials and programs on all levels of need, ability, and use. The combination of the two can serve both purposes. This cooperative, unified approach provides the funding, administration, and staff to determine, plan,

[1] Educational Amendments of 1974, an act to extend and amend the Elementary and Secondary Education Act of 1965. U.S. Code, Congressional and Administrative News. 1 (93rd Congress, 2nd Sess., 1974-law), p.620.

organize and manage special programs for people.

The community library thus created would serve the educational, informational, and leisure needs of its patrons. The center would be:

. an access point to resources
. a clearing house for community resources - human, printed, audiovisual
. a browsing and recreational reading/viewing space
. a reference and referral service
. a meeting facility
. a learning laboratory
. a teaching agency

These functions will be realized in many forms and formats, but generally speaking will be directed to the students, to children, to the general community.

For the students "the media center must house a carefully selected array of materials in all formats to extend that environment which is the real world of the student. The extensions must reach outward to other places and times and inward to new perceptions and understandings."[2] Whatever the level of service, the student needs and program, which are already in place and mandated by the Board of Education

[2] Lillian Wehmeyer, School Librarians as Educators. (Littleton, Colorado: Libraries Unlimited, 1976), p.3.

and accrediting agencies, must not be compromised.

For children, the center should supply the best in children's reading and programming. Old and new favorites, materials and techniques should be theirs to explore as they develop lifetime touchstones for appreciation and information.

The general community service should have both of the foregoing thrusts and more. Books, magazines, records, newspapers, among other avenues should help the community. Their needs and interest for information on voter registration, on how-to-do-it-yourself materials, for symphony or story recordings, referral services, interlibrary loans, films, for their instruction and betterment both now and in the future should be available.

These services would create a center that is a stepping stone to other community resources and desirable lifetime educational habits.

PROGRAM

Activities of a good library/media program may be divided into three areas. Although each must function smoothly, all of them overlap and extend into each other for an effective program.

The first area is the planning or design function which establishes certain goals and then develop s the program activities or services to accomplish these goals.

The objectives center in three areas - educational, informational, leisure and/or recreational.

Educational Objectives:

- to develop an effective instructional program
- to develop a strong, continuing education program
- to plan and provide instruction in the use of the center and its resources
- to help students develop good study habits and techniques, to develop independent learners with strong, critical thinking skills
- to develop student competencies in listening, viewing, reading and other communication skills, attitudes, and appreciation to assist users in finding, using, synthesizing, and evaluating information
- to participate in curriculum development and implementation

. to recommend media applications to achieve instructional purposes
. to serve as instructional resources consultant and materials specialist
. to facilitate informal self-education of all people in the community
. to support the educational activities of all organizations
. to be a center to assist independent learners and others whose learning goals are not fully supported by formal institutions of learning.[3]

The information function provides sources and services appropriate to user needs and develops delivery systems for materials, tools, and human resources for maximum access to information in all its forms.

Elements of the library program essential to the information function include:

. identifying users' needs for information
. helping users to evaluate and select materials

[3] American Association of School Librarians, American Library Association and Association for Educational Communications and Technology. Media Programs: District and School (Washington, D.C.: The Associations, 1975) p.7.

Minimum Standards for Public Library Systems, 1966. (Chicago: ALA, 1967), p.9.

The Public Library Mission Statement and its Imperatives for Service (Chicago: ALA, 1979), p.13.

- organizing and indexing information
- collecting, organizing, and supplying information on community resources
- providing reference service to users
- providing bibliographic service to users
- promoting functional knowledge of the variety of resources and approaches for obtaining information
- providing access to information available from outside agencies, including networks
- providing resources and guidance in their use in response to the individual user's needs, interests, and learning styles
- translating information from one presentation form to another through production of materials
- providing materials for and providing services to individuals and groups with special needs.[4]

Recreational and leisure objectives:

- to encourage wholesome recreation and constructive use of leisure time

[4] Media Programs: District and School, p.8.
Minimum Standards for Public Library Systems, 1966, p.33.

. to support civic and cultural activities of groups and organizations
. to use leisure time to promote personal and social well-being
. to provide literary enrichment and recreation book and non-book materials.[5]

The objectives lead to certain programming emphasis:

. selection and organization of a fully developed collection of materials of all types on all levels to extend learning and to answer questions
. a regular schedule for patrons and students and teachers in the center to use and preview materials
. a planned regular program of skills instruction based on media competency goals from the Department of Public Instruction and Wake County Public Schools
. a good learning environment adapted for reading and studying book and non-book materials in the center
. registration to borrow materials
. attendance at planning sessions, school department

[5] Minimum Standards for Public Library Systems, 1966, p.9, 33.

meetings, and public library meetings

. a schedule for children's programs to include puppet shows, storytelling, and crafts, which will involve both the community and the school child development center. This emphasis should be planned and scheduled with specific attention to student needs (see attachment). High noise level, cut and paste sessions, or large groups should be scheduled in another area such as seminar rooms, auditorium, or other areas to be booked through Community School office

. special adult programs geared to their interests and needs, correlated with the community school program. Areas of interest may include courses offered at the site during the evening. For example a photography class may use expertise from community or school personnel. Interest in the course could stimulate interest in books and materials on the subject. The dark room facilities at the school could be utilized. The photographs could also become part of a display in the media center.

Another area of complementary service could be the skills instruction recommended by the State Department of Public Instruction, Division of Educational Media. For example, two areas of these

skills speak to development of life long informational research methods. Expcsure to public and/or library networks and their reason for being is important to students. The projected environmental center offers another possibility. Learning and working together to solve the silt problem at Lake Johnson will require research or laboratory work of interested students and adults and be supplemented by government publications, research studios and perhaps video tape coverage of project

- daily messenger service
- film service via Wake County Library headquarters
- photocopy equipment
- large group meeting areas
- small conference meeting areas
- a scheduled orientation session for new students and patrons as well as inservice in the use of materials and equipment
- voter registration
- interlibrary loans
- inter-county loans through Wake County Library system
- information and referral service
- reference services available through personal contact or by telephone
- an up-to-date catalog or access point to the collection

. a viable, alert public relations public information program

With materials in place and programming designed to fully utilize the library to its greatest potential, accessibility of materials must be considered. This availability is enhanced by the organization, locations, and arrangement of the media. Organization includes classifying and cataloging materials and a unified card catalog or access point for all materials. Patrons will be encouraged to use materials and equipment in the center. After registration, all patrons may borrow materials through the main circulation desk. There should be variable loan periods on different categories of materials.

1) Regular printed materials, a three-week loan period
2) High demand printed materials, a seven-day loan period to encourage rapid recycling
3) Reserve books, those requested by faculty or staff for special curriculum-related instruction or short-term basis, for daytime use in center, to circulate for overnight use only and to return to the desk by 8:00 a.m. of next school day
4) Films from State Library that require a three week minimum reserve notification, maximum 7-days loan

5) Designated equipment may be circulated to patrons 18 years of age and above who accept responsibility and liability, maximum 3 days

6) Designated software that would circulate from the public library that requires a two-week minimum reserve notification, e.g., films, filmstrips, slides, etc., will vary with format

7) Records may be circulated for a one-week period

8) Any patron who wants an item which is currently circulating or not owned by this library, may request that it be placed on hold or obtained for him. A verbal or written notice will be sent to him when the material is available.

To encourage responsibility and to expedite the exchange of materials a fine system will be established. Basically the policy will be that patrons who have unreturned materials will not be allowed to check out any new materials.

Overdue books - 5 cents per day up to cost of the item

Reserve books - 25 cents per school hour, up to cost of the item

Films - $2.50 per day

Records - 10 cents per day

Lost and/or damaged materials - charge an amount equal to the cost of replacing the items.

Monies from these fines will be handled thus:

Overdue materials (books, records) - all monies will be deposited in school account and receipted to the head librarian

Orders may be prepared for library materials and presented against these monies.

Overdue films and AV equipment - all monies return to public library to be distributed to State Library, owner of films.

Lost/damaged materials and equipment - Monies will be returned to purchasing agency

Sales - Monies will be returned to agency which printed or provided the materials.*

The key to any program no matter how well planned is the administration of the services by the personnel. The administration deals with ways and means by which program goals and priorities are achieved. It would be responsible for, but not limited to:

1. Planning the study time for delivery of service
2. Supervising library personnel

   This aspect involves staff scheduling, training of staff, and personnel reviews. Scheduling has two features, there should be time for planning and preparation of programs and time for the program and service.

* All monies will be collected there and receipted, (Receipt Book A for Wake County Public School System materials, Receipt Book B for Wake County Public Library materials). All monies will be deposited in schools accounts. The public library will be reimbursed from the Principal's office at the end of each month.

3. Establishing access and delivery systems
4. Establishing and maintaining production service
5. Providing for maintenance of materials, equipment and facilities
6. Coordinating the community library schedule. The library will be open for the full range of services during some morning, afternoon and evening hours.

   1:00 p.m. - 5:00 p.m. Sunday

   9:00 a.m. - 5:00 p.m. Monday

   1:00 p.m. - 9:00 p.m. Tuesday

   9:00 a.m. - 5:00 p.m. Wednesday

   1:00 p.m. - 9:00 p.m. Thursday

   On one day per week, the library will be open for limited service which will offer check-out and return of library materials and make the facility available for reading and browsing.

   9:00 a.m. - 3:00 p.m. Friday

   The above schedule should be analyzed and should be changed if demand is not sufficient for service or if cost of unit per service is unacceptable
7. Implementing a public information program
8. Planning staff development activities

   Staff development emphasizes professional growth opportunities such as conference and inservice workshops. Areas that will probably need attention are computerization, the catalog on microfilm project, reference and instruction for students, and video programming.

9. Selecting of materials

   Total collection development requires time and direction for reviewing materials

10. Developing a written collection development statement that speaks to all purposes and the handling of controversial materials - based on policies and appeals procedures of each system, (Selection and Procedures, Instructional Media and Equipment, Wake County Public School System and Wake County Public Library system's "Citizen's Request for Reconsideration of a Book.")

11. Preparing staff meeting schedule

    Meetings should include delegation of duties and a time for feedback from the staff and consultants.

12. Planning a budget for the center to promote the desired level of services. Information will be provided to budget managers about funds to support the base program

13. Organizing purchasing to expedite selection

14. Planning and organizing processing, that includes ordering, receiving, cataloging, processing, distributing materials and equipment

15. Developing procedures for extended hours. These emergency procedures should interface with Wake County Board of Education policies

16. Coordinating and reviewing of activities with Athens Drive principal (written one page report)
17. Formulating program purposes
18. Identifying program priorities
19. Generating criteria for decision-making in areas requiring judgments such as the selection of personnel, selection and circulation of materials and equipment, and technical processing
20. Planning and evaluating media programs
21. Initiating and participating in curriculum development and implementation
22. Designing in-service education
23. Developing materials for self-instructional use by learners for specified objectives
24. Designing multimedia presentations
25. Determining the effectiveness or validity of instructional materials and sequences.[6]

An effective public relations program is essential for the library. A promotional library brochure should be produced. Other suggestions are listed as follows:

[6] Media Programs: District & School, p.7.

RECOMMENDATIONS FOR AN EFFECTIVE PUBLIC INFORMATION PROGRAM[7]

Audience	Types of Information Needed	Means for Providing Information
Students	Media Center resources and program functions Ways of using media in reaching educational objectives Contributions of media to personal interests and goals	Displays, posters, news releases Media presentations Personal contact Classroom visits Indirect contact through teachers Bibliographies Media packages
School Staff	Media program goals and functions Ways of using media to achieve educational objectives Role of media in the total educational program Use of media to reach personal and professional goals	Memoranda, handbooks, information sheets Personal contacts and conferences Staff meetings Staff development programs on media utilization News releases Media production Media presentations Bibliographies Annual reports
Parents, Citizens, Public Officials	Library program goals and functions and their role in the achievement of overall community goals Library program operations in relationship to the total educational program	News releases, radio and television coverage Media presentations Personal contacts Open house programs, public exhibits Budget justifications Annual reports
Media and Education Agencies and Associations Library Agencies and Associations Community Organizations	Media/Library program goals and functions Program plans and activities as they relate to other agencies	News releases Annual reports Information sheets and handbooks Personal contact Participation in association activities Contribution to professional publications

[7] American Association of School Librarians, American Library Association and Association for Educational Communications and Technology. Media Programs: District and School, p. 57.

PROGRAM SUPPORT

A program of service requires four specific elements:

Finances - sufficient to provide a functional, flexible program;
Resources - needed to support the broad, combined program organized for easy accessibility and availability;
Facilities - to gain access to the housing of the necessary resources and the complementary environment to interact with the resources;
Personnel - professionally trained and sufficient in numbers to implement the variety of services to students, children, the community.

Facility

The Athens Drive physical plant can meet the needs of the community library with minor modifications. These changes will enhance access to the facility.

There should be three signs for the facility placed on Avent Ferry Road and on Athens Drive. One sign on Athens Drive should read "Athens Drive Community Library" and the other sign should read "Athens Drive Auditorium." The sign on Avent Ferry should read "Athens Drive Community Library." In style, the signs should harmonize with the school and with the signs planned for the Lake Johnson park areas.

At the main entrance to the building and at the auditorium, curb cuts should be made to enable people in wheelchairs access to these entrances. No other physical modification to the structure is necessary for handicapped access.

Parking should be provided at the entrance to the

facility for enough vehicles to satisfy visitor needs for the school and for the library. Handicapped spaces should be designated. Twenty-five (25) spaces, preferably nearest the main entrance, are recommended for library parking.

Telephone access to the library should be expanded. Two direct lines should be installed in addition to the line which comes in from the school office. Two more instruments should be added, and all instruments should have the capacity to accommodate all lines.

On nights when the community schools continuing education program is not in session and on weekends, the library staff will be responsible for securing the library, the building entrance, and the auditorium as used. The principal and the library staff shall establish procedures to be followed in emergency situations. The facility should be covered fully by appropriate insurance at all times.

Equipment

Shelving and furniture are needed for the juvenile collections. Seating for twenty (20) children is recommended. Two tables with four chairs each, a double sloping reading table with benches, and four bean bag chairs are needed. The children's collection will house a base collection of 6,000 volumes. Initially thirty-six sections of shelving will be purchased. Although this will only house one-third of the base collection, it will permit enough shelving for the first two years. This amount will allow the staff to

consider several alternatives for providing additional space in a crowded situation.

For adult use, additional lounge furniture should be added in the periodicals area. Seven seats are recommended. One additional periodical unit is needed to accommodate magazines as well as a newspaper stand. A literature rack should be provided for community brochures.

The record collections require record bins. Two units are needed for adult records and one for children's records. Two vertical filing cabinets are required for pamphlets and clippings.

The library catalog will be a microfilm catalog. For this purpose four (4) Information Design ROM III readers will be placed in the facility. An index table is necessary to hold the ROM readers.

In a large facility with two entrances, to secure the collection, a book security system should be installed. The wiring is already in place. The public library system has two installations, and the school system has one installation on order for Wake Forest-Rolesville High School. Both have selected the 3M Tattle Tape system, and for compatibility this system should continue to be installed. The average book loss in a library is 3%-5%. This system will cut losses through theft to less than 1% and would pay for itself in three to five years.

Audiovisual equipment for public use must be provided.

Three 16mm projectors, two filmstrip cassette projectors with slide option, one 8mm projector, six screens, and one record player are needed.

Supplies

Three major categories of supplies must be provided for the library: office, photocopier and library supplies. The public library system will fund supplies.

Library Materials

Library materials include many varieties of materials. They may be records, newspaper clippings, books, filmstrips, magazines, cassette tapes, or video tapes. Each format has a unique contribution to make in presenting information to the user. The Athens Drive Community Library aspires to be a library unique in the contribution it can make to the community due to the nontraditional merging of the public and school library.

The number of resources needed by a library varies. It is dependent upon type of library, the community it serves, the number of constituents, and resources available from other libraries. Guidelines have been developed by librarians, library associations, and accrediting agencies which establish criteria for materials collections. Standards for school libraries are developed by the American Library Association,

the Southern Association, and the North Carolina Department of Public Instruction. Public library standards have been established by the American Library Association and the North Carolina Library Association. The Wake County Public School System supports as a minimum the Southern Association standards for secondary schools.

The current capacity of the Athens Drive Library is 25,000 volumes. The student capacity of the school is 1,500 students. To meet Southern Association accrediting standards, the school system must provide 15,000 volumes. The population of the immediate service area is 12,000 persons. To meet the needs of that population, public library standards recommend a collection of two books per capita. This would require a collection of 24,000 books.

One cannot assume that either collection, should there exist two separate libraries, would be greatly duplicated by the other. The school collection must be overwhelmingly curriculum oriented. The public library serves all age levels and interest levels. Between standard bibliographies used for the development of school collections and for public library collections, the overlap in duplication is only 10-15% at best.[8] This fact is borne out in studies of combined

[8] Shirley L. Aaron, and Sue O. Smith. A Study of the Combined School-Public Library, Phase I. (Tallahasee, Florida: Florida State University, 1977. Ruth White. The School-Housed Public Library - A Survey. (Chicago: ALA, 1962) Wilma Lee Broughton Woolard. The Combined School/Public Library Concept: Will it Work? (Chicago: University of Chicago. Master of Science Thesis, 1977.)

operations. In fact, the library may have to duplicate items which are in heavy demand which overlap needs. Each agency should fund its library materials budget on an equal footing with other libraries in its system.

To resolve the problem of needing a collection of approximately 35,000 volumes (allowing for non-duplication of titles which overlap) and a facility which houses approximately 25,000 volumes, some concessions have to be made. Therefore, the school collection should be 15,000 volumes or whatever is needed for accreditation. The public library collection should be 15,000 volumes. Allowing for circulation, this should be the maximum collection the facility can accommodate.

The public library funding will be responsible for purchasing children's materials for preschool through sixth grade, young adult materials for leisure use, adult materials as found in the average public library, and reference materials for all ages which are necessary for reference beyond the scope of the school collection. It will place a circulating record collection and circulating audiovisual equipment in the library. It will supplement curriculum oriented journals purchased by the school, basing selection upon general interest to the public of all ages.

The school library funding will be responsible for purchasing materials to support the school curriculum. The academic levels served are grades 9-12. The materials provided

shall be adequate in quantity, quality, and type to assure the breadth and depth in learning necessary for the development of academic skills and vocational growth. The requirements for instruction in all courses shall be considered in maintaining the collections. The public library system is requesting a materials budget to place one-third of the base collection in the facility in the 1979-1980 budget year. This budget represents the minimum expenditure feasible for providing public library service. It is recommended that the funding be established so that it can be drawn upon until it is exhausted regardless of the date the fiscal year ends. The continuation budget for the library in the next fiscal year would require approximately $13,000. The school system is requesting a $5,000 continuation item for audiovisual materials. The library/media center currently houses 9,000 items. The additional money will be used to replace and repair school media resources which are being used by the public.

Both the public library system and the media centers have materials selections policies. These policies should govern the expenditure of respective funds. However, the library staff will work together in writing a collection development plan. The staff will be responsible for implementing this plan, for making purchase decisions on materials and ordering the materials against the appropriate budget.

The public library system leases an on-line ordering system. It is currently converting its card catalog to a

microfilm catalog. The community library should have a unified catalog. In order to accomplish this, the following acquisitions and cataloging program should be followed.

The public library system would order all materials for the library. School funds will be handled by the school offices. Upon authorization from the purchasing agent of the school system, orders for school funded materials will be placed. Materials will be checked in by the public library system and a verified invoice will be sent to the school purchasing agent.

The library system will catalog and process the books. It will not do audiovisual materials. All books will be accessioned and stamped with a Wake County Schools property stamp. A shelf list card will be provided. A separate count will be kept monthly of books added to the Athens Drive collection which are purchased by school funds. Upon completion of cataloging and processing, books will be delivered to the school. Upon completion of the public library conversion project, the card catalog at Athens Drive should be converted.*

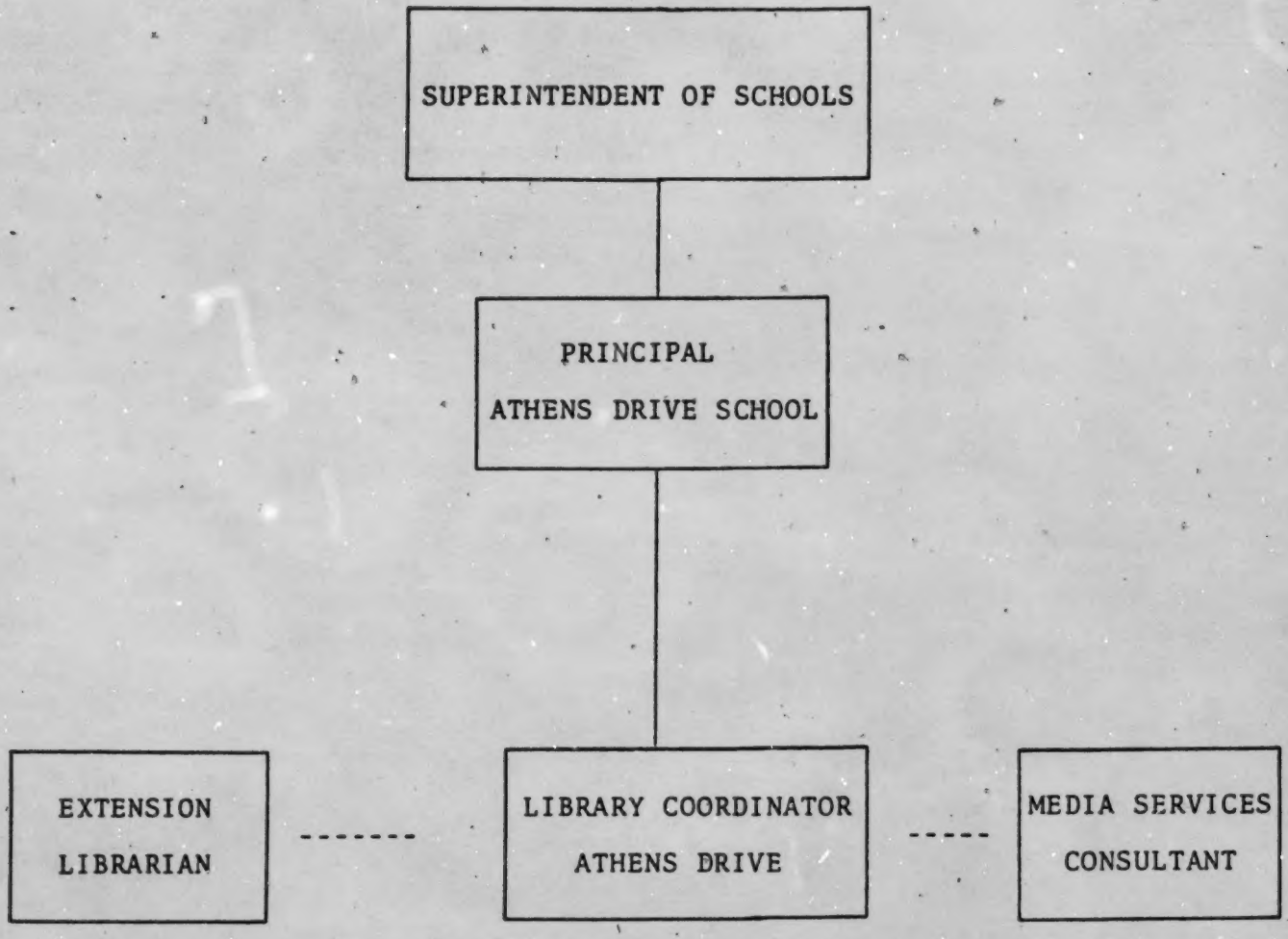
Personnel

The community library must have adequate and competent personnel to give effective service. The library's primary

* See attachment No. 2

function of serving as the unbiased, non-partisan source of information for all citizens calls for personnel of the highest competence and integrity. The selection of qualified staff members, as well as the organization and conditions under which they work, are basic considerations in an institution dedicated to public service.

The Athens Community Library seeks to combine the functions of public library and media center. The Wake County Public School System superintendent will be the chief administrative authority for all activities and programs taking place in the facility. Wake County Public Libraries will act in an advisory role with employees of Athens Drive Library. Advisory responsibility will be assigned to one of its Extension Librarians. School Media Consultants will function in a program advisory role to the community library.


SUPERINTENDENT OF SCHOOLS
PRINCIPAL
ATHENS DRIVE SCHOOL
EXTENSION
LIBRARIAN
LIBRARY COORDINATOR
ATHENS DRIVE
MEDIA SERVICES
CONSULTANT

All staff members will be employed by the Wake County Board of Education. They will be governed by its personnel procedures. Funding for personnel in excess of that provided by the Board of Education is the responsibility of the City of Raleigh. This includes financial responsibility for extending current school personnel who work on a ten month contract to a twelve month contract. Such personnel as are needed at Athens Drive will be provided under contractual agreement between the City and the Board.

The entire Athens Drive staff will adhere to the twelve month school calendar and will work a forty-hour week. Cost sharing will be agreed upon among the City, the Board, and Wake County. At the beginning of each fiscal year, an Athens Library Calendar will be drawn to minimize schedule differences between the agency calendars.

Personnel will be interviewed by a school media consultant and a public library supervisor as well as by the school principal. The public library supervisor and the school media consultant will agree upon personnel recommendations and forward those recommendations to the school system personnel office. No person shall be hired who is not interviewed and recommended by both except the certified librarian-extended.

Qualifications for personnel will be established by the public library and the school system staff.* The highest standards should be used in establishing personnel qualifications. Job descriptions will be written for each position prior to interviewing job applicants.

Personnel will be evaluated annually. The school system evaluation procedures and forms shall be used. Copies of such evaluations will be maintained by the school system.

The type and number of personnel needed in developing and sustaining a unified media program depend upon student enrollment, physical facilities, the teaching and learning processes being supported, the breadth and depth of media services provided, and the amount and nature of technical support available at the system level.

The following table shows the size of building-level staff necessary to implement the media program at the minimum level. Because materials should be processed before they reach the school media center whenever possible, the table does not include staff for the technical processing of materials.[9]

* See attachment No. 6

9 North Carolina. State Department of Public Instruction. Division of Educational Media. Media Program Recommendations. 1976. p.11.

STAFFING FOR SCHOOL MEDIA PROGRAMS

School Enrollment	Minimum Professionals		Minimum Support Staff	
	Head of Media Program	Additional Media Professionals	Media Aides	Technicians
up to 499	1		1	
500 to 999	1		1	1*
1000 to 1499	1	1	1	1*
1500 to 1999	1	1	2	1*
2000 to 2499	1	2	2	1*

* Circumstances will vary from school to school, but in each case support staff should complement the professional staff. The type of program, the services available at the system level, the expertise of the current staff, and the availability of potential support staff influence whether the support position will be that of a media aide or technician.

The media center staff at Athens Drive numbers three at this time. It consists of two media professionals and a library aide. The size of the staff is the minimum required for offering a quality media program at the secondary level. Transforming the media center to a community library does not mean that services to the general public can impinge upon the number of staff hours committed to the instructional program.

The personnel requirements for offering public library services from the Athens Drive facility are no less than would be required in a separate facility. Shirley Aaron in A Study of the Combined School Public Library, a study conducted for the State Library of Florida, found that

successful combined public library-media center operations did not have savings in the area of personnel. It takes a full complement of staff to operate within the requirements of both programs.

Upon examination of a library program, including the proposal in hand, it is easy to understand why this is true. No library is merely a circulation station for a storehouse of books. Library services encompass a wide range of activities that have developed in response to patron needs. Such services require staff to provide them. The range of services proposed at Athens Drive reflects the services available at all public libraries in the county.

The number of personnel required to develop and sustain the public library component of the community library depends upon the population served, the library schedule, the facility, the nature of services available at the library level as well as from the system level. In addition, school policy does not permit supervision of children by employees classified below the professional level. A professionally-trained librarian should be in the facility whenever it is open. North Carolina and American Library Association standards recommend levels of personnel for public libraries. These standards are reflected in the following table.

MINIMUM NUMBER OF PERSONNEL IN LIBRARIES SERVING 2,500 to 49,999 POPULATION (MAINTENANCE OR JANITORIAL SERVICE NOT INCLUDED) [10]

Population	Professional	College Graduate	Library Assistant	Clerical	Page	Total
Under 2,500		1			½	1 to 1½
2,500-4,999		1		½ to 1	½ to 1	2 to 3
5,000-9,999	1-B		1 to 2	½ to 1	½ to 1	3 to 5
10,000-24,999	1-A to 2 (1-A, 1-B)	1	2 to 3	1 to 2	1 to 2	6 to 10
25,000-49,999	2-A to 6 (3-A, 3-B)	1	3 to 6	2 to 4	2 to 3	10 to 21

The staff is classified according to the school system personnel schedule of classification. The following staff is recommended for FY 1980-1981.

PERSONNEL
ATHENS DRIVE COMMUNITY LIBRARY, 1980-1981

No.	Position	Rating	Salary	Salary Related	Total
1	Librarian (2 mos)	G14	$ 3,732	$ 684	$ 4,416
1	Librarian	G0	16,116	3,540	19,656
1	Clerk III	56	8,965	1,914	10,879
1	Clerk III	56	8,965	1,914	10,879
1	Custodian/Page	Min.Wage	2,520	155	2,675
	TOTAL		$40,298	$8,207	$48,505

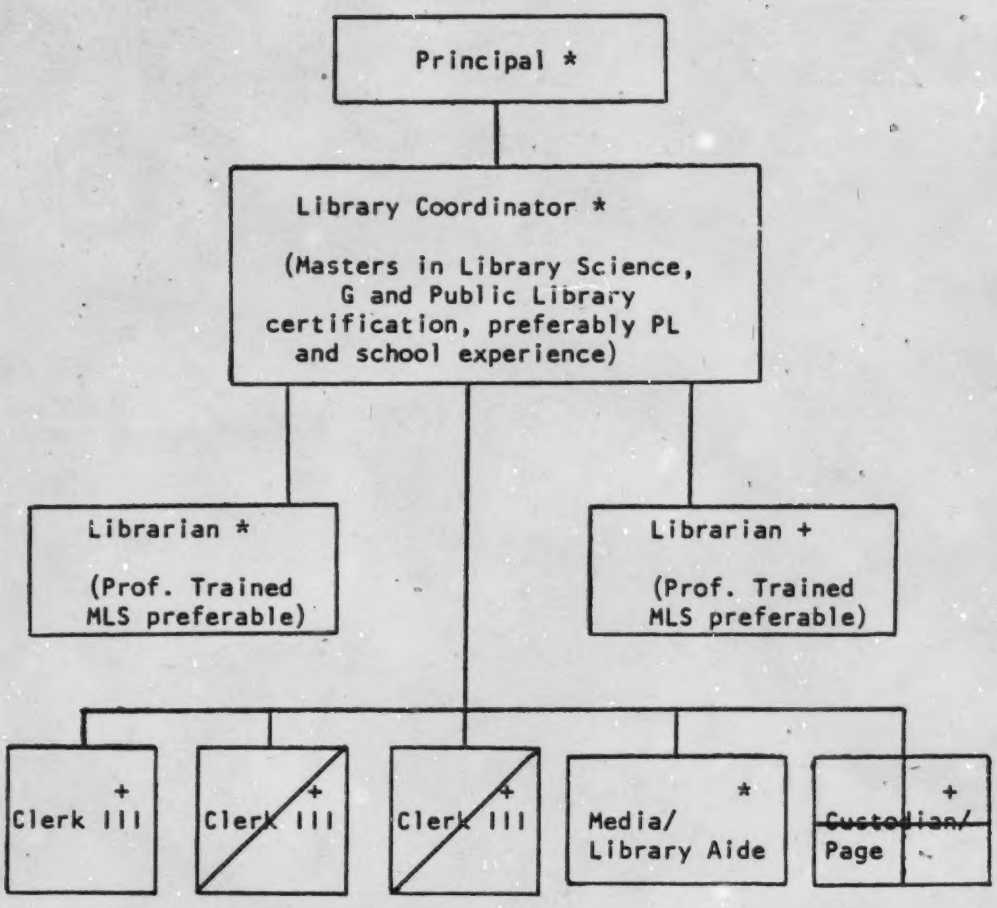
[10] Interim Standards for Small Public Libraries, 1962. (Chicago: ALA, 1962) p.9.

The maximum expenditure for personnel in fiscal year 1979-1980 would be far less. If all agreements and funding could be reached by July 1, 1980, and appropriate budget amendments had been made, the maximum expenditure would be $40,544. This amount is due to the timetable necessary to begin operation of the facility.

The salaries listed reflect FY1980-1981 salary projections. Salary related includes 9.12% retirement, 6.13% social security, 17¢ per $100 Workman's Compensation, $350 medical, and 2% for the first $12,000 for unemployment insurance. The school system is working with a 12% projected increase in their salary schedule next year.

ATHENS COMMUNITY LIBRARY

ORGANIZATION CHART



* Wake County Public School System funded

\+ Raleigh City funded

Halftime position

Quartertime position

34

COST COMPARISONS*

ATHENS DRIVE, NORTH HILLS, CAMERON VILLAGE

ITEM	PROPOSED ATHENS DRIVE	** ATHENS DRIVE	CAMERON VILLAGE	NORTH HILLS
Hours of Service	36	36	60	68.5
Square Feet	12,000	7,000	3,200	4,100
Personnel	$48,505	$48,505	$58,766	$81,584
Utilities				
Water and Sewer			$276	
Gas			$928	
Electricity			$2,089	$1,852
Total Utilities	-0- ***	$8,233	$3,293	$1,852
Maintenance Supplies	-0-	$2,000	$1,000	$1,000
Building Maintenance				
Cleaning	-0-	$3,500	$1,600	$1,660
Service Contracts	-0-	$1,500	$1,428	$120
Repairs	-0-	-0-	$485	-0-
Total Building Maintenance	-0-	$5,000	$3,513	$1,780
Building Rent	-0-	$35,000	$17,600	$17,666
Total Operating Costs	$48,505	$98,738	$84,172	$103,862
Yearly Cost / Hours Service	$ 1,348	$ 2,743	$1,402	$1,516
Capital Outlay - Equipment	$11,460	$50,000	-	-

40

41

* Costs based on fiscal 1979-1980 Raleigh budget.

** Reflects costs if library was located in a rented facility (7,000 sq. ft.) of area approximating that which will be available to the public library.

*** To be provided from the community schools budget.

1980-1981

BUDGET ESTIMATE

ATHENS DRIVE COMMUNITY LIBRARY

Personnel	Salary
Librarian G-14 Extended two months	$ 4,416.00
Librarian G-0	18,018.00
Library Clerk III	9,972.00
Library Clerk III	6,800.00
Janitor/Page	1,338.00
Librarian G-7/A-10 Extended two months	Paid by Summer School Program
Library Clerk	Already Exists in School System
Subtotal	$40,544.00
Facilities	$ 5,093.00
Equipment (Capital Outlay)	36,904.00
Supplies	1,400.00
Library Materials (Books, etc.)	65,613.00
TOTAL	$149,554.00

FUNDING

City of Raleigh

The City of Raleigh by agreement with Wake County provides facilities, utilities, equipment and branch personnel for libraries operating within the City. The following needs are consistent with this concept.

	1980-1981
Facility	
Signs	$ 2,700.00
Parking Signs	500.00
Subtotal	$ 3,200.00
Utilities	
(School provides)	
Library Furnishings	
Desks & chairs, ref. table	$10,100.00
Record Browser (3)	750.00
Literature Rack	350.00
Vertical File	260.00
Inflation	1,409.00
Subtotal	$12,869.00
Personnel	
Librarian G-14, Extended two months	$ 4,416.00
Librarian G-0	18,018.00
Library Clerk III	9,972.00
Library Clerk III	6,800.00
Custodian/Page (1/4 Time)	1,338.00
Subtotal	$40,544.00
TOTAL	$56,613.00

FUNDING

Wake County Public School System

The school will provide facilities, equipment, resources and personnel required to deliver services to the students and faculty of the high school. This will entail the following expenditures:

	1980-1981
Facility	
Curb cuts	$ 300.00
Telephone (Set up & operation)	1,593.00
Subtotal	$ 1,893.00
Equipment (Capital Outlay)	
Book Security System	$17,085.00
Library Materials	
Books	5,208.00
Periodicals & AV	3,905.00
Subtotal	$ 9,113.00
Personnel	
Librarian (Extended two months)	-
TOTAL	$28,091.00

FUNDING

Wake County Public Library

The public library will provide equipment, supplies, resources, and personnel to accommodate the public service component of the library. This is consistent with the County library's role of providing all materials, supplies, support services and supervision. It will entail the following expenditure:

	1980-1981
Library Materials	
ROM III Readers (4)	$ 3,600.00
16mm Projectors (3)	1,500.00
Filmstrip/Cassette Projec. (2)	600.00
8mm Projector (1)	350.00
Screens (6)	500.00
Reels (10)	100.00
Record Player (1)	300.00
Subtotal	$ 6,950.00
Supplies	
Library	$ 600.00
Photocopier	500.00
Office	300.00
Subtotal	$ 1,400.00
Library Materials	
Books	$50,000.00
Periodicals & AV	6,500.00
Subtotal	$56,500.00
TOTAL	$64,850.00

TIMETABLE
Background of Projections

Before entering into this project, a written agreement between the parties is necessary. It should immediately follow the program description and planning stages which the document initiates.

Next funding should occur. When funding has been adopted and budget amendments have been made by all parties, a minimum of six months is needed to have the library a functioning reality. During this time critical staff members should be employed for planning, order preparation, ordering and processing of materials. It is anticipated that one month after budget amendments are adopted the Library Coordinator, the Librarian (G-0), and one Clerk III should be employed. Six weeks prior to the opening of the community library, the other Clerk III should report to work. The Custodian/Page should be employed for the opening date.

For contract purposes:

. The agencies involved are City of Raleigh-City Council for funding of personnel, furniture and equipment; Wake County Public Library - Wake County Commissioners for funding of books and materials and administration needs; and the Wake County Board of Education the owners of the facility and employers of the school media personnel

. a termination clause should be included in the contract for the operation

. funding should be spoken to in the contract

. liability for furnishings belongs to the owner of the furnishings.

TIMETABLE FOR ATHENS COMMUNITY LIBRARY

MONTHS	
0	Budget Ammendments Completed
	Order Equipment and Furnishings
1	Hire Library Coordinator, Librarian (G-0), Clerk III
	Begin Ordering Collection
2	
3	
	Begin Programming and Public Relations Planning
4	
	Hire Clerk III
5	Print Public Relations Materials
	Initiate Public Relations Program
6	Hire Custodian/Page
	Open Library

EVALUATION

The Athens Drive Community Library is a pilot project funded by Wake County, the Wake County Public School System, and the City of Raleigh. Future funding for the library depends upon its acceptance and use by the community. In order to determine, as objectively as possible, the extent to which it succeeds, an evaluation program has been developed.

The program will evaluate:

. Users

. Circulation

. Facility use

. Cost per unit of service.

Data to be collected will include:

. Users

- sex
- occupation
- age
- Athens student, other student, non-student
- patron satisfaction with library services
- patron success in filling needs
- library use by community at large

. Circulation

- amount
- type material/equipment
- type user

. Program
  - for whom
  - who came
  - how many?
. Facility Use
  - reference/information questions
  - magazine collection
  - number of users
  - audiovisual equipment
. Cost per unit of service
  - includes circulation, reference, programming

Data collection instruments have been developed for libraries. The evaluation process will use five instruments in order to collect the range of data necessary for evaluation. The collection will be done by library personnel and the Athens Drive Task Force. To serve as a control, the same data will be collected at the Cary Public Library on the same dates. Available data from user studies across the country will be examined for potential use. The five instruments are listed below.

1. DATA GATHERING AND INSTRUCTIONAL MANUAL FOR PERFORMANCE MEASURES IN PUBLIC LIBRARIES by Ellen Altman, et. al. (1976: Chicago, Celandon Press), hereafter referred to as DEPROSPERO. Chapter 3, "Profile of Library Users" and Chapter 4, "Use of Materials, Equipment, and Facilities" to be used.
2. Circulation/User Identification and Reference Statistics. To be collected monthly by branch

personnel. They will be based upon statistical information needed by the Wake County School System and Wake County Department of the Library.

3. Telephone Survey. The survey used by Dr. Herbert Goldhor for the entire county will be used for the community. The geographic determination of the community will be established from a sample of the circulation file.
4. A STUDY OF THE COMBINED SCHOOL PUBLIC LIBRARY, PHASE III by Shirley L. Aaron. (1978: Tallahassee, State Library of Florida) The checklist and summary of major findings to be used.
5. ATHENS DRIVE COMMUNITY LIBRARY PROGRAM DESCRIPTION AND BUDGET ESTIMATES by Mary Holloway and Valerie Lovett (1980: Raleigh, N.C., Wake County) The program statements and goals to be used.

The frequency of data collection will be as follows:

	INSTRUMENT				
MONTH	DEPROSPERO	CIRCULATION	TELEPHONE	AARON	ATHENS
1		X			
2	X	X			
3	X	X			
4		X			
5		X			
6	X	X	X		
7		X			
8		X			
9	X	X			
10		X			
11		X			
12	X	X	X	X	X

A report using the data collection by these instruments will be submitted to the funding authorities each January. Beginning in 1982. A partial report will be made prior to that date. The reports will contain data analysis, program recommendations and will accompany budget requests for this program.

CONCLUSION

The needs for this unique library are not static. New ideas, creative innovations, and new programs may be incorporated. New knowledge and technology change the scene. The library must be viable and flexible. It is a service agency for the users and a change agent for good as these changes occur.

ATTACHMENTS

1. Library Resources, Athens Learning Resource Center
2. Selection Purchasing Flow Chart, Athens Community/ School Library
3. Library Furniture Proposal from Interior Planning and Equipment, Inc.
4. Furniture Layout for Children's Area, Athens Drive Community Library
5. Library Book Security System Proposal from 3M Tattletape
6. Athens Drive Community Library Job Descriptions

Attachment 1

Library Resources, Athens Learning Resource Center

SCHOOL _____

SCHOOL CODE _____

ADM _____

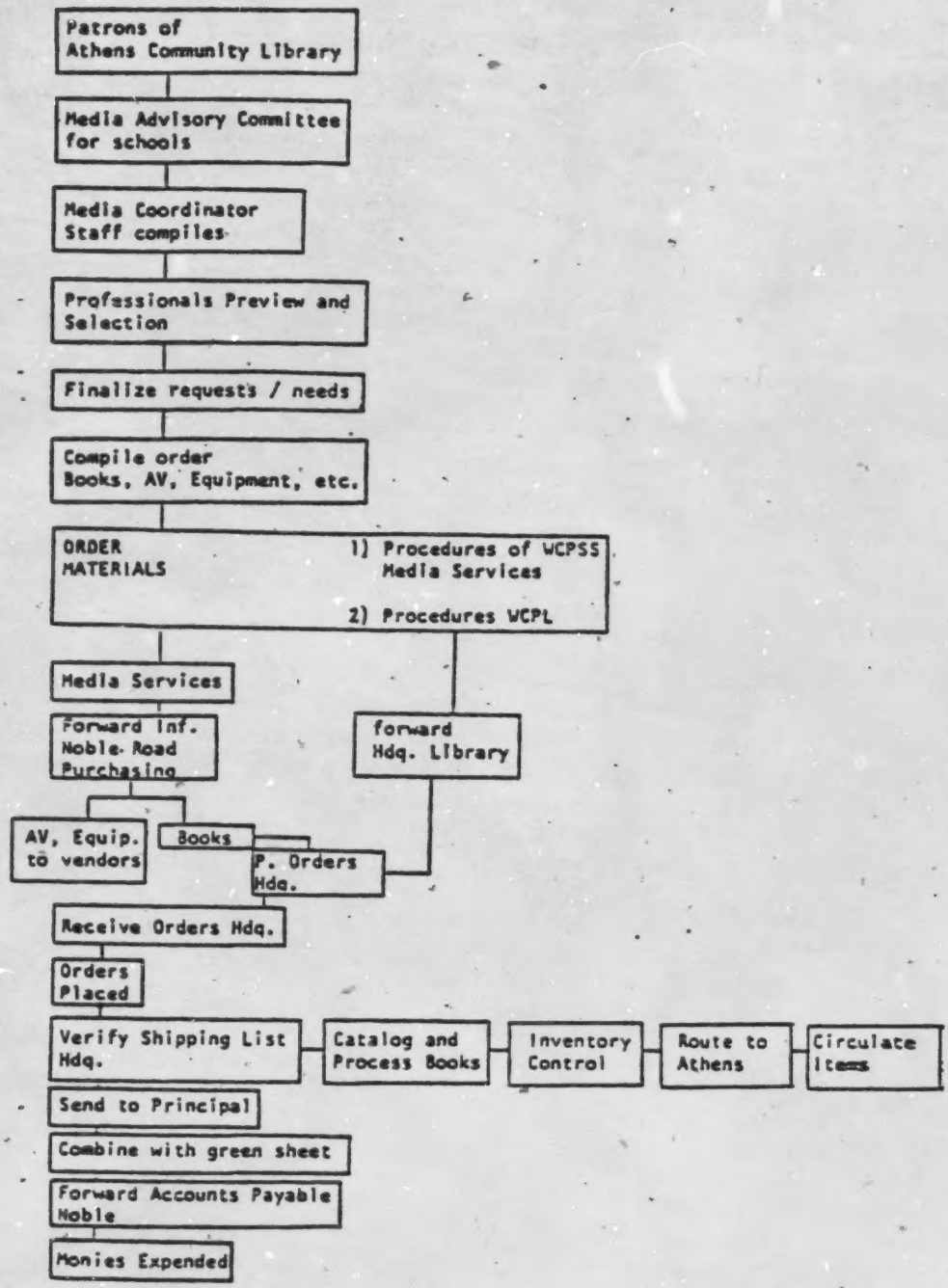
MEDIA	N. C. Basic Recomm.	N. C. Advanced Recomm.	Total number on hand Date:	Total no. per student	Needed to meet N. C. Basic/ student	Needed to meet N. C. Advanced/ student	Plus or minus Basic Total	Plus or minus Advanced Total	Estimated cost to upgrade per item	Estimated cost to upgrade to BASIC Total
A. PRINTED AND PICTORIAL MATERIALS	S. ASSN. 10				S ASSN.		S. ASSN. - 2,968			S. ASSN. $32,648.
1. Book, general	12	18 or more	10,052	7.72	4.28	10.28	-5,573	-13,385	$ 8.00 $10.00 $11.00	61,303.0
2. Study Print	½	2 or more	-0-	-0-	.5	2.0	- 651	- 2,604	$2.50	1,627.5
3. Art Print	½	1½ or more	8	.01	.49	1.49	- 643	- 1,945	$20.00	12,860.0
4. Periodical, general	Elem. 30 Jr. H. 50 Sr. H. 75	Elem. 60 Jr. H. 75 Sr. H. 125	125				+ 50	-0-	$12.00 $16.00 $18.00	-0-
B. PROJECTED AND MAGNIFIED MATERIALS										
5. Filmstrip, silent	½	1½ or more	136	.10	.40	1.40	- 515	- 1,817	$8.00	4,120.00
6. Filmstrip, sound	½	2 or more	1,227	.94	-0-	1.06	+ 576	- 1,377	$18.00	-0-
7. Overhead Transparency	2	2 or more	135	.10	1.90		-2,469		$8.00	19,752.00
C. AUDIO RECORDINGS										
8. Audiodisc (phono recording)	2	5 or more	98						$9.00	
Audiotape, reel									$16.00	
Audiotape, cassette			120	.17	1.83	4.83	-2,386	- 6,292	$16.00 av. $13.00	31,018.--

Attachment 2

Selection Purchasing Flow Chart, Athens Community/
School Library

SELECTION PURCHASING FLOW CHART

ATHENS COMMUNITY / SCHOOL LIBRARY



Attachment #3

Library Furniture Proposal from Interior Planning and Equipment, Inc.

Additional Library Furniture
Athens Drive School, Raleigh, N. C.
Dec. 5, 1979

Item 1. One, #M-3988, Three Seat Sofa
2. Four, #M-3991, Chair
3. One, #311-622, End Table
4. One, #M-240C, Catalog Reference Table
5. Two, #744-113, Library Office Desk
6. Two, #M-514USB, Swivel Chair
7. One, #M-128, Double Sloping Top Table
8. Two, #M-128B, Bench
9. One, Range #M-1624E, Periodical Shelving, 6' x 24" x 42"high
10. One, Range #M-1612, Shelving, 6' x 12" x 42"high
11. One, Range #M-1612, Shelving, 21' x 12" x 42"high
12. One, Range #M-1612, Shelving, 27' x 12" x 42"high
13. One, Range #M-1612, Shelving, 24' x 12" x 42"high
14. Four, Range #M-1612, Shelving, 9' x 12" x 42"high
15. Two, Krueger Casalino #2123 Tables, 29½" x 29½" x 23"high
16. Eight, Krueger Casalino #2014, Chairs, 13½"high
17. Four, Artisan's Guild #B-1, Bean Bag Chairs, Child's size

Unless otherwise indicated, all items are Oak library furniture from the "Media" line as manufactured by Southern Furniture Co., Hickory, N. C. Price estimate includes furnishing, delivering and installing these items and also includes sales tax. All shelving items are complete with finished backs. Shelving items include a total of twelve sections of picture book shelving, and one section of periodical shelving.

Total Price Estimate $ 10,100.00

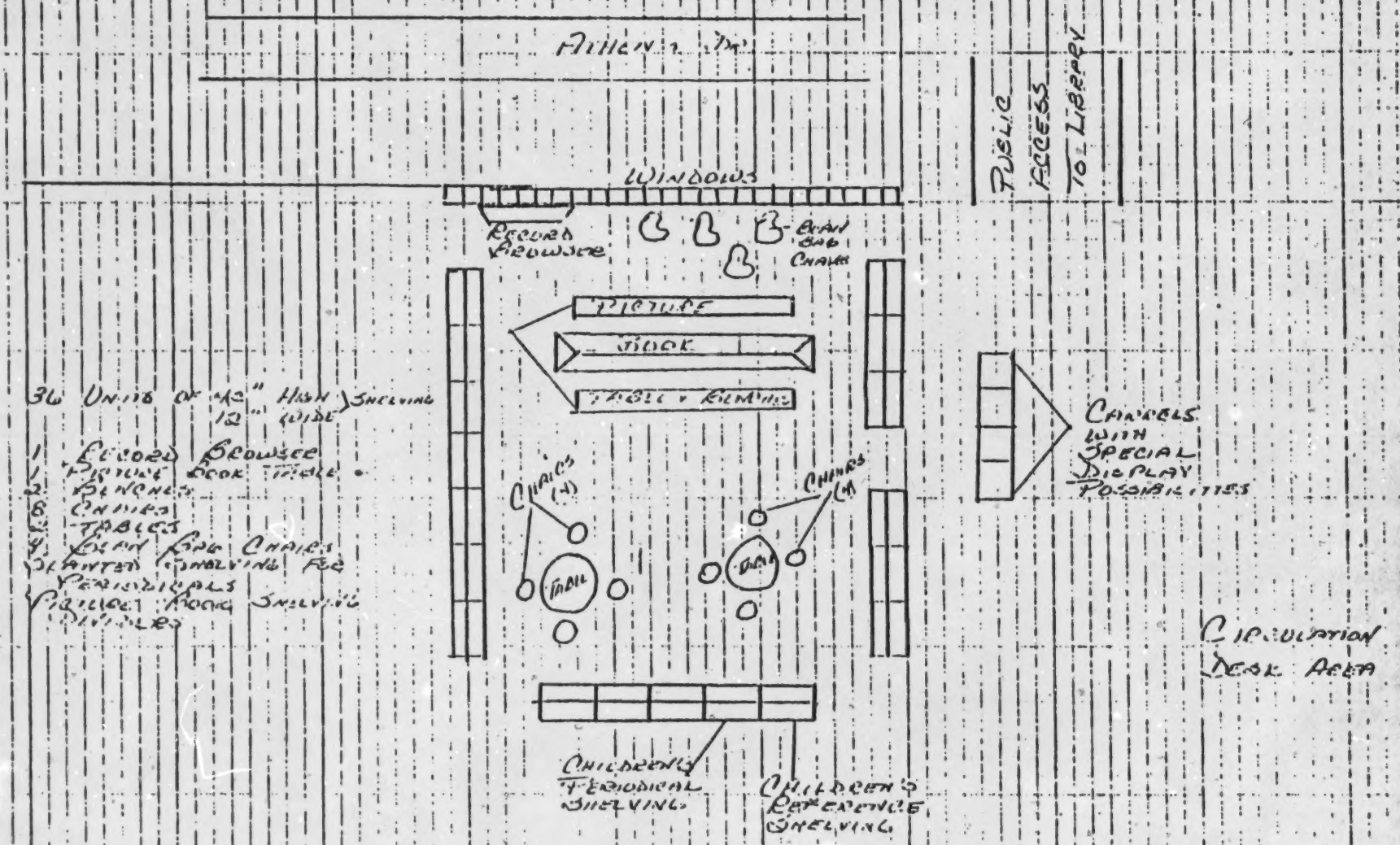
Delivery Estimate 120-150 days

Submitted by: Interior Planning and Equipment, Inc.
3228 Sussex Road
Raleigh, N. C., 27607
Roy H. Dearstyne
919-787-2865

Attachment #4

Furniture Layout for Children's Area, Athens Drive Community Library

ATHENS DE. MEDIA CENTER — CHILDREN'S AREA



Attachment #5

Library Book Security System Proposal from 3M
Tattletape

Tattle-Tape Book Detection System Model 1850

PROPOSAL

MRS. MARY HOLLOWAY
Name

MEDIA SUPVR.
Title

WAKE Co. PUBLIC SCHOOLS
District/College/Public Library Name

FOR: ATHENS DR. H. S.
Number of libraries in system:

601 DEVEREUX ST.
Street Address

RALEIGH
City

N.C. 27611
State Zip Code

919-755-6955
Telephone

MR. BILL O'SHEA
Name of alternate contact or purchasing agent

DIR-WAKE Co PUBLIC LIBRARY
Title of alternate contact

Address of alternate contact (if different)

Telephone of alternate contact

Number of students/patrons:

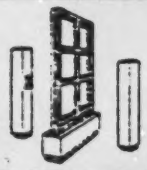
Installation of book detection system desired by: (Date)

Number of volumes in your library:

Approximate annual book losses:

Approximate cost per volume lost

Total annual book loss cost $

QTY.	HARDWARE†	MONTHLY LEASE	UNIT PRICE	EXT.
2	Sensing Unit (Model 1850) (Single corridor)	$155	4945 ~~$4800~~	9890
	Sensing Unit (Model 1850-2) (Double corridor) 	$200	$6100	
2	Locking Exit Gate (Model 756)	$ 20	$565	1130
2	Locking Entrance Gate (Model 753)	$ 20	$700	1400
	Non-Locking Entrance Gate (Model 757)	$ 15	$ 450	
	Remote Non-Locking Entrance Gate (Model 758)	$ 20	$ 700	
	Remote Locking Entrance Gate (Model 759)	$ 35	$1200	
1	Book Check Unit (Model 950) (sensitize/desensitize)	$ 40	1315 ~~$4200~~	1315
	Book Check Unit (Model 940) (sensitize/desensitize)	$ 16	$ 525	
	TOTAL HARDWARE		$	13,735
	TATTLE-TAPE® BOOK DETECTION STRIPS			
25,000	DS-1 (single adhesive)		.10	2500
	DS-2 (double adhesive)			
	SS-1 (single adhesive)			
	SS-2 (double adhesive)			
	Tape cassette Detection Marker (packed 200/box)			
	Multi-purpose Detection Marker (packed 400/box)			
	TOTAL DETECTION STRIPS		$	
	Installation + 1 YR. MAINT.			1550
	Freight (estimated)			300
	PROPOSAL TOTAL		$	17085

17,085

See price page enclosed for terms and conditions
†All Hardware carries a 90-day warranty on parts and labor.

Sales Representative C. Dickerson 12-2-79

Library Systems
MICROFILM PRODUCTS DIVISION
3M CENTER · SAINT PAUL, MINNESOTA 55101
3M COMPANY

Attachment #6

Athens Drive Community Library Job Descriptions

LIBRARIAN G14

GENERAL STATEMENT OF DUTIES

Performs supervisory and professional library work managing and directing a major program of library public or support services.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class directs a major program of library services, supervising a staff of other professional librarians and paraprofessional and clerical support personnel. Employees work either with the public in areas such as childrens services and reference, or in support services in areas such as collection building or cataloging and system inventory. Employees are considered experts in their service area and provide technical guidance throughout the library system in their area of expertise. Work is performed with considerable independence under general direction; work is evaluated through conferences and observation for soundness of judgment, innovativeness, and initiative in managing the assigned program.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises a staff of professional, paraprofessional, and clerical employees; develops program goals and objectives; organizes tasks, assigns work, and evaluates performance; trains staff.

IN CATALOGING:

Directs and participates in the assignment of classification numbers and subject headings to books and materials; supervises catalog card and shelf list production; supervises accessions and system inventory activities.

IN CHILDREN'S SERVICES

Coordinates programs and services for children throughout the library system and its branches; develops themes for use in special or seasonal programs; oversees and provides consultation in the purchase of children's books and materials for the main collection and for the branches.

Plans story hour and other special programs for children; makes puppets, felt boards, and characters, and other visual aids for use while telling stories.

IN REFERENCE

Analyzes reference holdings, reads reviews and studies books; recommends books and materials for purchase and to file collection gaps.

Supervises reference program activities; recommends organization of reference materials and consults on proper cataloging of reference items; answers reference questions, locates materials suggest resources in other libraries.

IN COLLECTION BUILDING

Monitors the spending of the materials budget; prepares the annual materials budget, assessing system needs and recommending allocation to various units within the budget, analyzes spending patterns; authorizes payment of unusual invoices.

Analyzes patron requests, library usage, and collection resources; researches book availability and anticipates needs; coordinates collection weeding.

Corresponds with dealers and publishers concerning product availability, discounts, prices, and delivery; mets with book salesman; maintains continual awareness of orders and trouble-shoots when snags develop.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of library science.

Thorough knowledge of library techniques, systems, working tools, and procedures.

Considerable knowledge of library source materials including the bibliography of historical and social sciences.

Ability to use standard library methods and principles in bibliography, acquisitions, cataloging, classification, circulation, reference and special population services.

KNOWLEDGES, SKILLS, AND ABILITIES

Ability to think analytically and to develop new or revised program procedures.

Ability to plan, direct, and train a staff of librarians, paraprofessionals, and clerical personnel engaged in carrying out assigned functions in specialized library services.

Ability to plan, organize, and execute special programs utilizing library resources.

Ability to establish and maintain effective working relationships with library patrons and other library employees.

DESIRABLE EXPERIENCE AND TRAINING

Experience as a librarian, preferably including some supervisory experience; a master's degree in library science; or an equivalent combination of experience and training.

LIBRARIAN GΘ

GENERAL STATEMENT OF DUTIES

Performs a variety of professional library duties in support of library system services and programs.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class serves as a staff librarian in a public or support service capacity for the library system. Employees work under the general direction of a professional librarian but work with independence in the application of accepted library principles and practices in areas such as cataloging, reference, and children's services. Work includes the responsibility for providing technical supervision and advice to other library employees in the area of specialization; employees may supervise clerical and para-professional employees in the absence of the program director. Work is evaluated by the program director chiefly through observation and discussion concerning program activities.

ILLUSTRATIVE EXAMPLES OF WORK

Answers a variety of reference questions; locates materials; suggests resources in other libraries; maintains reference records.

Assigns classification numbers and subject headings to library books and materials; reviews catalog cards for proper information; reads shelf list to assure correct filings of holdings.

Plans story hours and other special programs for children at assigned branches; makes puppets, felt boards and characters, and other visual aids for use while telling stories; coordinates program publicity.

Instructs patrons in reference methods and sources and in library usage.

Reads and reviews books and makes recommendations for purchases.

Advises patrons concerning the choice of books or materials for themselves or for their children.

Compiles bibliographies for the library, for organizations, and for patrons.

Performs related work as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of library techniques, systems, working tools, and procedures.

General knowledge of reference source materials including the bibliography of the historical and social sciences.

General knowledge of the principles and practices of library science.

General knowledge of special collections in the area of assignment.

Ability to use standard library methods and principles in bibliography, cataloging, classification, circulation, and reference services.

Ability to plan and present programs to promote library usage.

Ability to communicate effectively orally and in writing.

Ability to supervise the work of support personnel.

Ability to establish and maintain effective working relationships with library patrons and other library employees.

DESIRABLE EXPERIENCE AND TRAINING

Some experience as a librarian preferred; a master's degree in library science or graduation from a four-year college or university supplemented by thirty semester hours in library science; at the undergraduate level; or an equivalent combination of experience and training.

LIBRARY CLERK III

GENERAL STATEMENT OF DUTIES

Performs standardized clerical work involving duties peculiar to a library.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs clerical work assisting in branch programs and activities or assisting support services personnel process library materials. Employees are assigned to specific programs within support services or public services, or to a branch, performing duties within well-established library procedural and program guidelines. Work is performed under the supervision of professional or para-professional library personnel and involves functions such as maintaining section records, compiling program data, processing new materials, typing, filing, and helping patrons locate and check out requested materials. Recurring work assignments are not given detailed review but are spot-checked for adherence to standard library procedures; special assignments are reviewed for accuracy and compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK

Charges outgoing books and replaces book cards when materials are returned; notifies patrons of overdue materials.

Shelves returned books and materials, periodically reads shelves to maintain order.

Instructs patrons in the use of library tools; assists patrons in selecting and locating materials.

Coordinates the repair of books and materials and the processing and protection of new books.

Maintains program files in areas such as audio-visual schedules, materials ordered, or reserves processing; types forms when needed.

Performs related work as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES

Working knowledge of spelling, grammar, and vocabulary.

Working knowledge of library routine and procedure.

Ability to follow an established procedure and to perform work requiring considerable detail.

Ability to operate a typewriter.

Ability to maintain clerical records.

Ability to use and explain library tools and facilities.

Ability to establish and maintain effective working relationships with library personnel and library patrons.

DESIRABLE EXPERIENCE AND TRAINING

Some experience in clerical work; graduation from high school, or an equivalent combination of experience and training.